UNITED
NATIONS

ST

Secretariat

ST/SGB/1997/11
15 September 1997

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE DEPARTMENT OF MANAGEMENT

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department of Management, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Department of Management provides strategic policy guidance and support to all entities of the Secretariat in three broad management areas, namely finance, human resources and support services. The functions and organization of the Offices of Programme Planning, Budget and Accounts, Human Resources Management and Central Support Services responsible for these areas are described in separate Secretary-General's bulletins.

2.2 The Department is headed by the Under-Secretary-General for Management supported by the Management Policy Committee, which is a strategic policy team, comprising the three Assistant Secretaries-General of the offices mentioned in section 2.1.

2.3 The Under-Secretary-General and the Assistant Secretaries-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions

97-25128 (E) 061097

/...

applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for Management

3.1 The Under-Secretary-General for Management is accountable to the Secretary-General.

3.2 The Under-Secretary-General for Management provides policy guidance, coordination and direction for the preparation of the medium-term plan and the biennial budgets.

3.3 The Under-Secretary-General for Management in cooperation with the Management Policy Committee provides policy guidance, coordination and direction on management reform issues to programme managers of the Secretariat.

3.4 The Under-Secretary-General represents the Secretary-General, or ensures his representation, on matters relating to management in relation to governing bodies, agencies in the common system and administrative advisory bodies; monitors emerging management issues throughout the Secretariat by interacting with the Executive Committees; and has the overall supervision of the internal system of the administration of justice in the Secretariat.

Section 4

Office of the Under-Secretary-General

4.1 The Office of the Under-Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General.

4.2 The core functions of the Office in support of the Under-Secretary-General are as follows:

(a) Advising on departmental policies and guidelines, dealing with specific policy and management issues/problems;

(b) Acting as a focal point for information and integration of all aspects of the work of the Department;

(c) Developing positions and options on managerial issues;

(d) Ensuring the earliest possible issuance of periodic and ad hoc reports to Member States on the financial situation of the Organization;

(e) Coordinating interdepartmental activities, including necessary follow-up;

(f) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern;

(g) Establishing administrative policies, procedures and machinery for the efficient and effective functioning of the internal justice system;

(h) Providing legal advice on the disposition of appeals, staff grievances and disciplinary matters and on the implementation of judgements of the United Nations Administrative Tribunal.

Section 5

Contributions Service

5.1 The Contributions Service is headed by a Chief who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

5.2 The core functions of the Service are as follows:

(a) Facilitating, through the provision of technical services, the work of the Committee on Contributions and other bodies on questions related to contributions; and provision of support to pledging conferences for various United Nations activities;

(b) Notifying Member States regarding all of their assessments and improving the timeliness of receipt of assessed and voluntary contributions;

(c) Improving the capacity to monitor and forecast the Organization's cash flow and to develop strategies to deal with anticipated problems in that regard.

Section 6

Treasury

6.1 The Treasury is headed by a Chief who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

6.2 The core functions of the Treasury are as follows:

(a) Ensuring the timely receipt and safe custody of cash resources;

(b) Increasing the earnings potential of funds under management;

(c) Improving the payment systems in order to streamline processing, reduce costs and enhance security;

(d) Enhancing control mechanisms that protect the payment systems, bank account balances and investments of the Organization;

(e) Ensuring that cash concentration benefits are achieved.

Section 7

Oversight Support Unit

7.1 The Oversight Support Unit is headed by a Chief who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

7.2 The core functions of the Unit are as follows:

(a) Improving and strengthening financial management and internal control;

(b) Maintaining close liaison and follow-up with the Board of Auditors, the Office of Internal Oversight Services and the Joint Inspection Unit in order to ensure that remedial action is taken whenever and wherever required.

Section 8

Executive Office

8.1 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General through the Chief of the Office of the Under-Secretary-General.

8.2 The core functions of the Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 9

Secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel

9.1 The secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances, and the Panel of Counsel are each headed by a secretary or coordinator, accountable to the Under-Secretary-General regarding the operational aspects of their functions; they act independently regarding the substance of their work.

9.2 The functions of the secretariats are to provide substantive and technical servicing, including assistance in processing appeals, conducting investigations, providing legal and procedural advice and legal and administrative research.

Section 10

Secretariat of the Fifth Committee and of the Committee for Programme and Coordination

10.1 The Secretariat of the Fifth Committee of the General Assembly and of the Committee for Programme and Coordination is headed by a Secretary who is accountable to the Under-Secretary-General.

10.2 The Secretariat facilitates the work of the Fifth Committee and of the Committee for Programme and Coordination through the provision of technical services.

Section 11

Management Policy Office

11.1 The Management Policy Office is headed by a Director who is accountable to the Under-Secretary-General.

11.2 The Management Policy Office supports the Management Policy Committee and provides integrated policy analysis and advice on all management issues, including assuring that financial, human resources, technology and common services policies are addressed.

Section 12

Management Reform Unit

12.1 The Management Reform Unit is headed by a Chief who is accountable to the Director of the Management Policy Office.

12.2 The core functions of the Unit are as follows:

(a) Providing policy advice on all management issues, including finance, human resources and support services issues and providing the Management Policy Committee with support in establishing effective communications and consultations with Member States on management issues;

(b) Providing ongoing policy advice on opportunities for implementing managerial reforms and achieving higher levels of performance;

(c) Leading a programme of simplification of administrative processes, rules and procedures aimed at reducing the burden of administration and increasing the speed, accountability, transparency and responsiveness of processes;

(d) Assuring that the Organization has managerial policies in place that reflect best managerial practices in the public sector;

(e) Identifying and monitoring high-risk management areas and promoting the development of preventive actions to address them and disseminating the management policy of the Organization as determined by the Secretary-General or the intergovernmental machinery.

Section 13

Management Reporting Unit

13.1 The Management Reporting Unit is headed by a Chief who is accountable to the Director of the Management Policy Office.

13.2 The core functions of the Unit are as follows:

(a) Providing guidance for the effective planning and evaluation of all programmes;

(b) Developing a management reporting and monitoring system;

(c) Providing support to the Management Policy Committee in establishing a new culture of transparency and accountability in relations with the General Assembly and in instituting an effective periodic reporting system for each of the programmes;

(d) Establishing and maintaining a new six-month planning and evaluation capacity so that the Secretary-General and through him the Senior Management Group and the intergovernmental machinery will receive from programme managers consistent and high-quality output plans and analytical performance reporting that will allow transparent assessment of performance and accountability.

Section 14

Final provisions

14.1 The present bulletin shall enter into force on 15 September 1997.

14.2 Secretary-General's bulletin ST/SGB/Organization, Section P and Corr.1, is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General